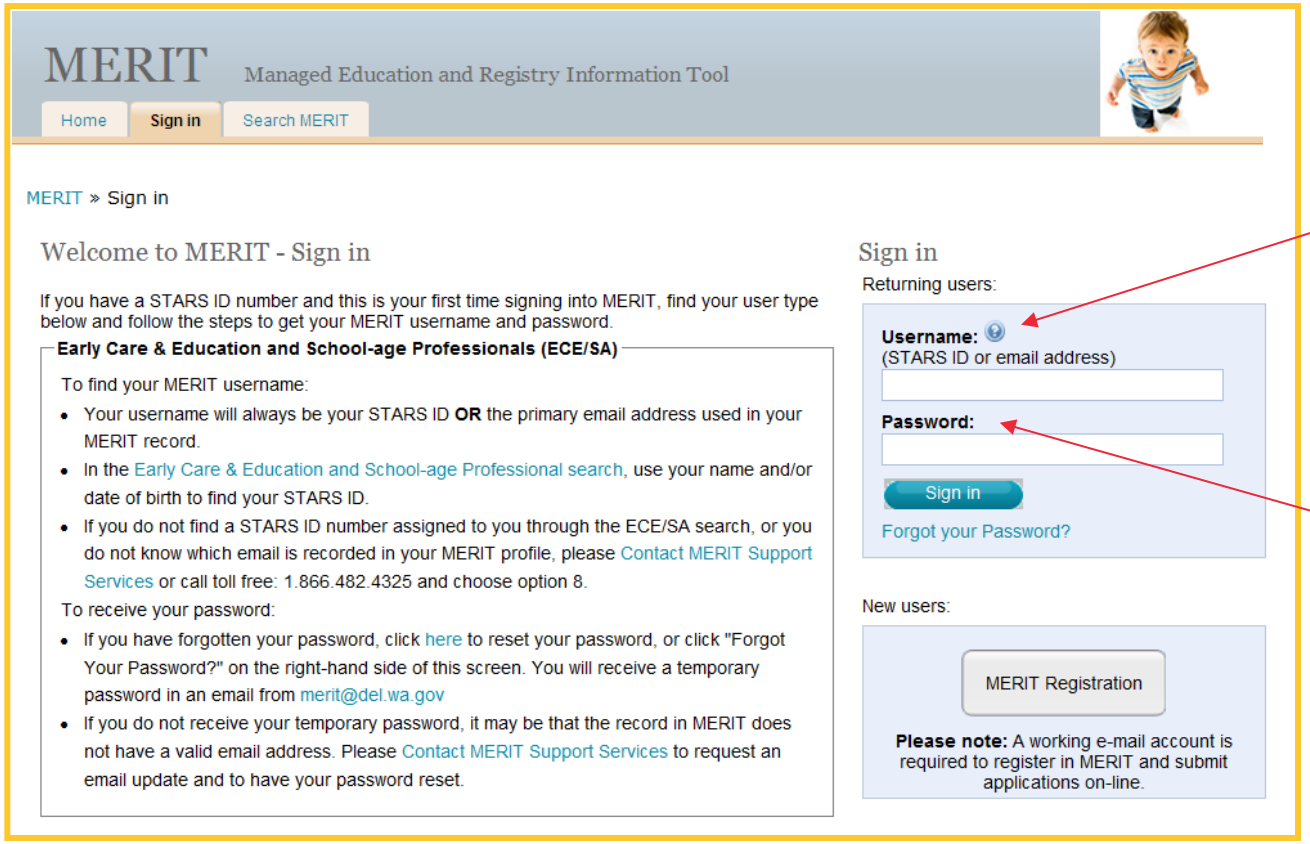
Early Achievers Request for On-Site Evaluation – The Step-by-Step Guide

Seven easy steps to complete and submit your Early Achievers Request for On-Site Evaluation in MERIT

The Managed Education and Registry Information Tool (MERIT) is operated by the Washington State Department of Early Learning

WASHINGTON EARLY ACHIEVERS
PREPARING CHILDREN FOR SUCCESS IN SCHOOL

Step 1: Log into your MERIT account at merit.del.wa.gov

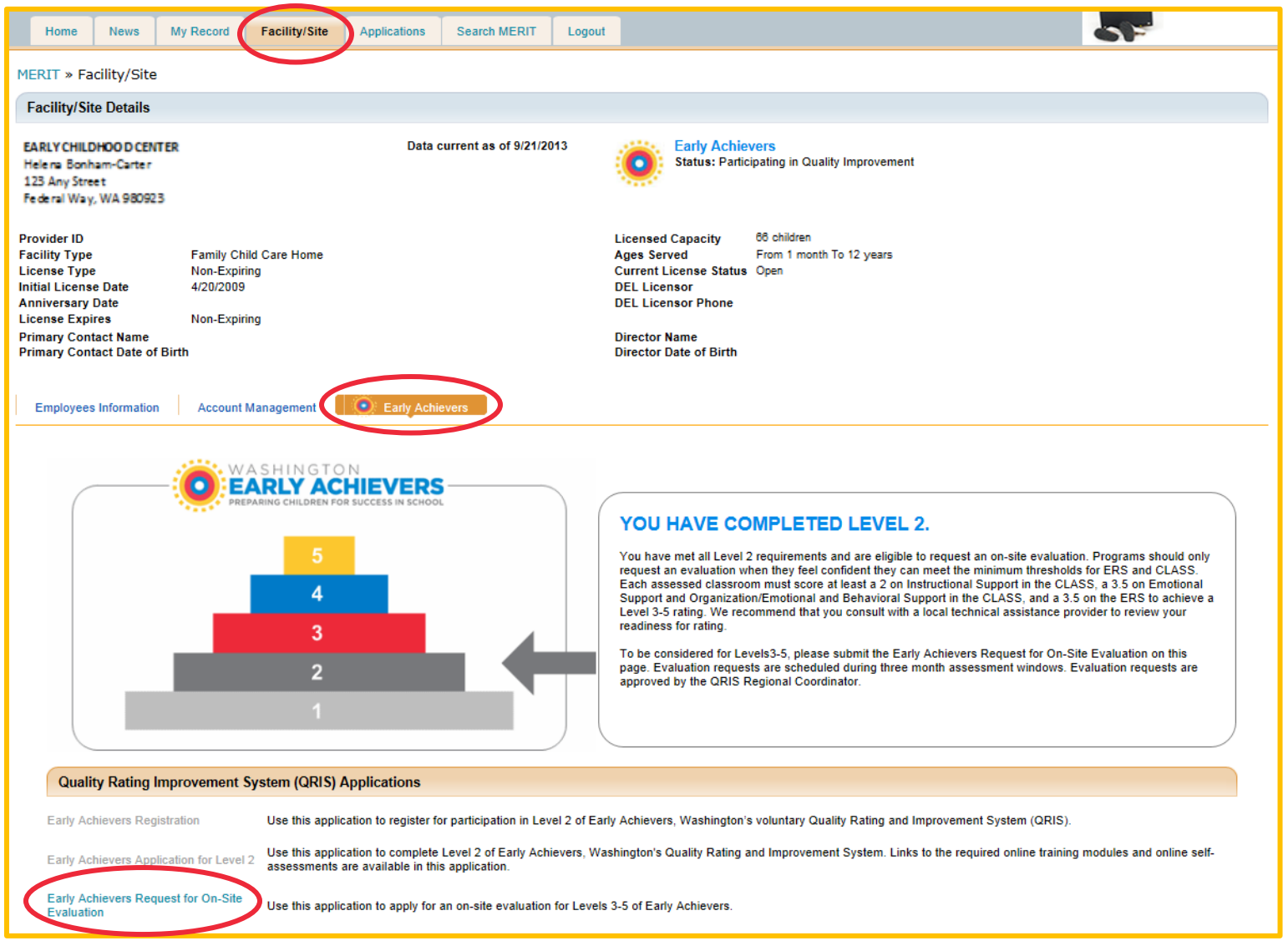


To find your username and password:

A. **Username:** Your username will always be either your STARS ID or the primary e-mail address recorded in your MERIT record.

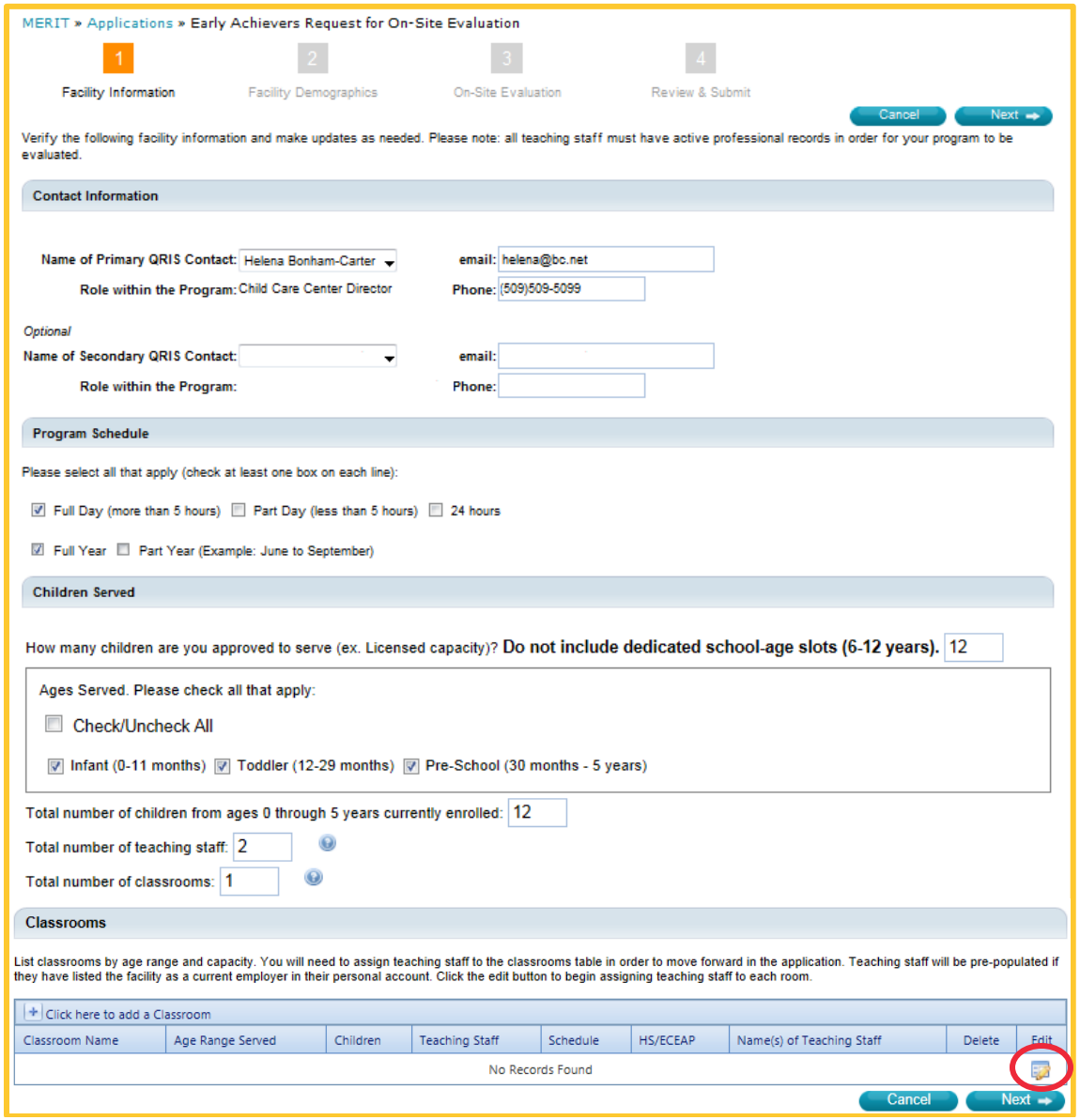
B. **Password**: If you have forgotten your password, you may reset it. To do this, click on “Forgot Your Password?” and follow the instructions.

Step 2: Accessing the Early Achievers Sub Tab



Click on the blue highlighted link *Early Achievers Request for On-Site Evaluation.*

Step 3: Request for On-Site Evaluation, Facility Information



Early Achievers Request for On-Site Evaluation, Step 1: Facility Information.

Your information will auto-fill from your Early Achievers Application for Level 2. Please review and make updates if any of the information has changed.

Under "*Classrooms*" please review that the correct staff is documented as teaching staff in each of the classrooms listed. *(See page 5 for detailed instructions.)*

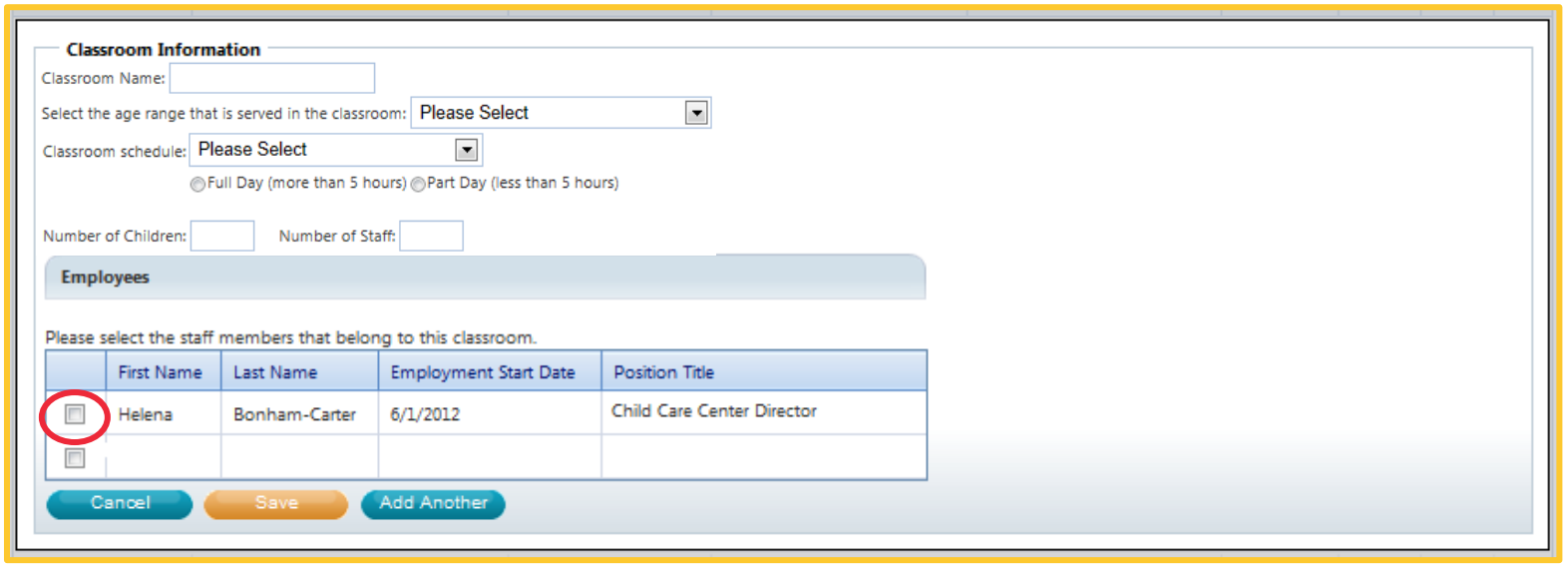
For the purposes of QRIS, "*teaching staff*" refers to lead teachers and assistant teachers/aides who are assigned to one room or one group of children for the majority of the day.

Teaching staff will be pre-populated if they have listed the facility/site as a current employer in their personal MERIT account.

You may remove a teacher from a classroom by selecting the Edit button on the right of the "*Classrooms*" table

When you are done reviewing your facility information select "Next."

Step 3: Request for On-Site Evaluation, Facility Information (*continued*)



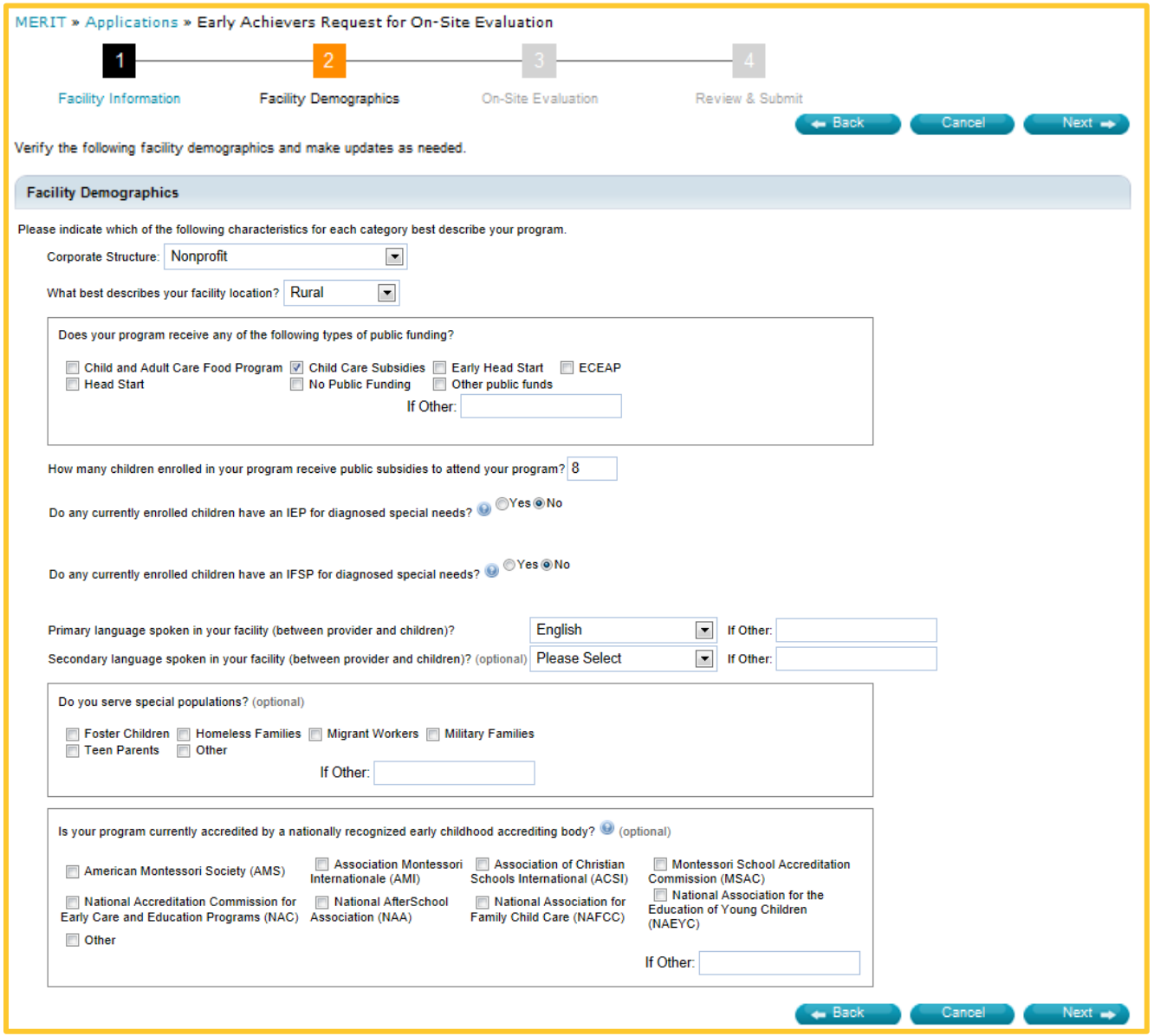
You may remove a teacher from a classroom after selecting the Edit button on the right of the "*Classrooms*" table by unchecking the staff that are no longer working in the classroom. You can then check the box next to the correct staff.

The "Number of Staff" field must match the number of staff names you select.

After you have completed this step select "*Save*" to be taken back to Step 1, or "Add Another" to add another classroom.

Once you are finished you will be taken back to Step 1: Facility Information where you can click, "Next" to move to Step 2: Facility Demographics.

Step 4: Request for On-Site Evaluation, Facility Demographics



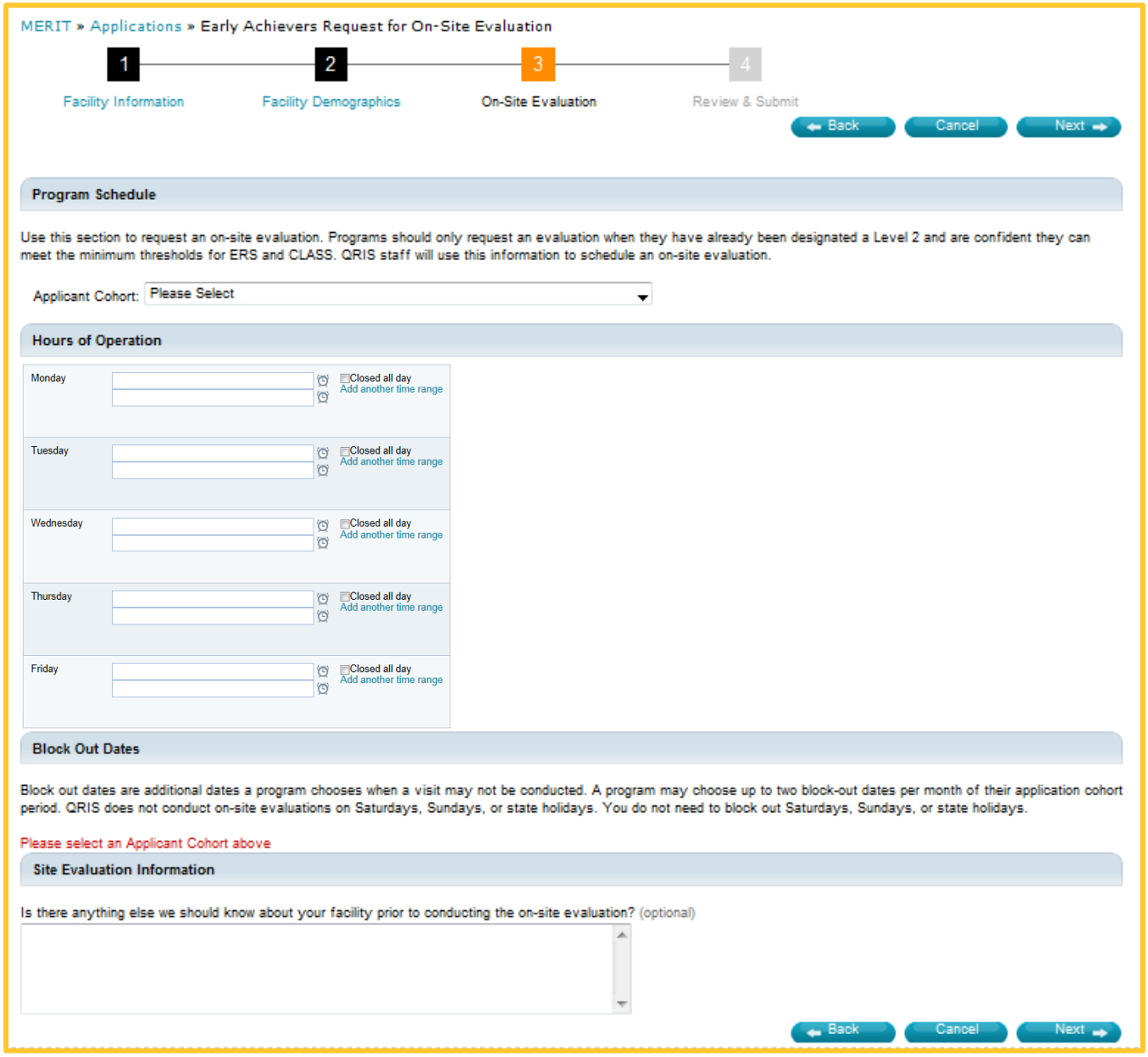
Early Achievers Request for On-Site Evaluation, Step 2: Facility Demographics.

Your information will pre-fill from your Early Achievers Application for Level 2. Please make updates if any of the information has changed.

If “Yes” is selected for the questions regarding whether currently enrolled children have either an IEP or IFSP, a table will populate which will allow you to specify a **diagnosed** special need.

When you are done reviewing your facility demographics select “Next.”

Step 5: Request for On-Site Evaluation, On-Site Evaluation



Early Achievers Request for On-Site Evaluation, Step 3: On Site Evaluation.

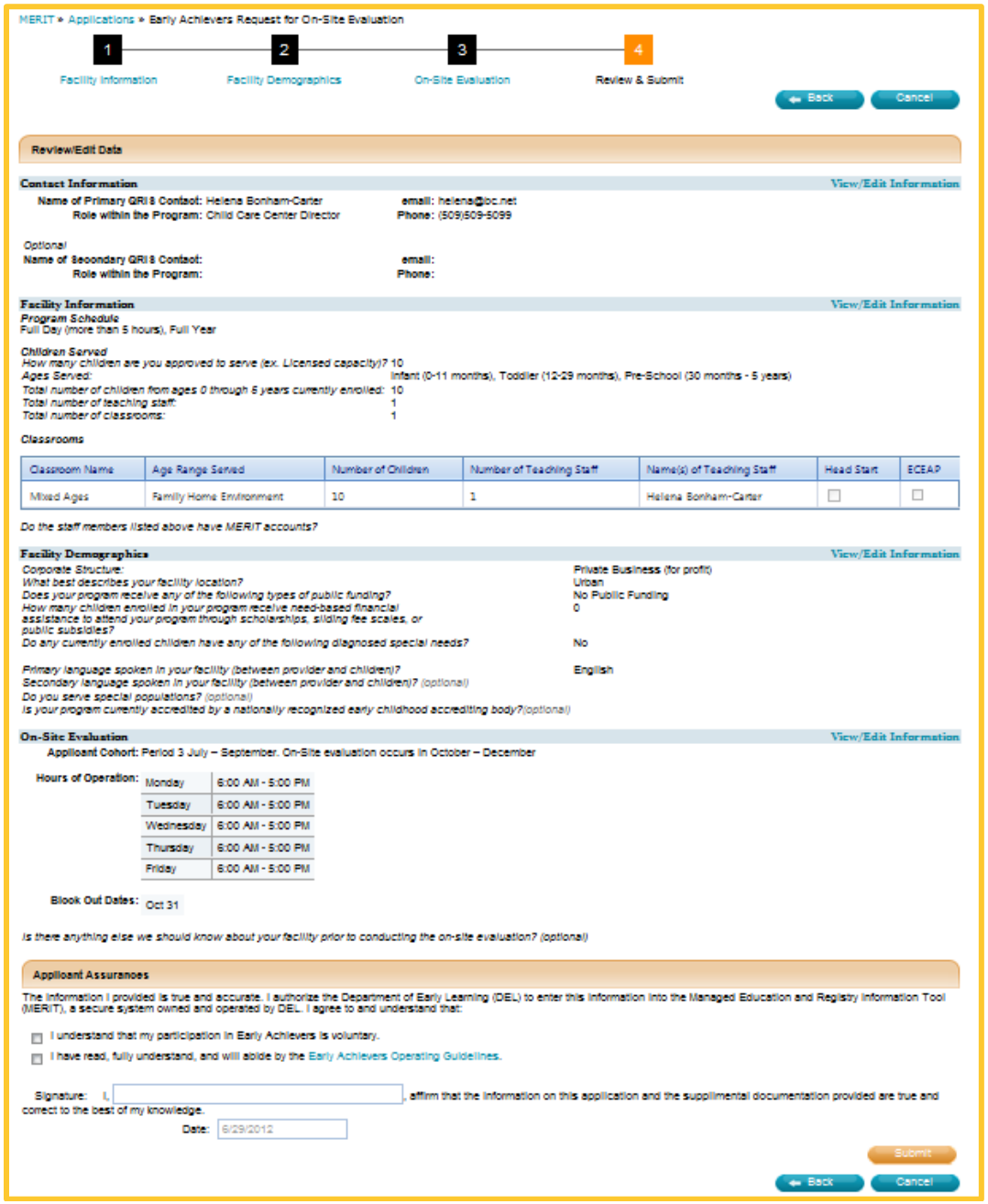
In this section you will decide which cohort you would like to join and then you will report your facility/site hours of operation.

You may also choose up to two "block out" dates for each month of your cohort. QRIS does not conduct on-site evaluations on Saturdays, Sundays or state holidays. You do not need to block out Saturdays, Sundays or state holidays.

The last section allows you to list any relevant information you would like QRIS staff to know about your facility prior to conducting the on-site evaluation.

When you are finished select *"Next."*

Step 6: Request for On-Site Evaluation, Review & Submit


MERIT » Applications » Early Achievers Request for On-Site Evaluation

1 Facility Information — 2 Facility Demographics — 3 On-Site Evaluation — 4 Review & Submit

Back Cancel

Review/Edit Data

Contact Information View/Edit Information

Name of Primary QRIS Contact: Helena Bonham-Carter — email: helena@bc.net
Role within the Program: Child Care Center Director — Phone: (509)509-5099

Optional
Name of Secondary QRIS Contact: — email:
Role within the Program: — Phone:

Facility Information View/Edit Information

Program Schedule
Full Day (more than 5 hours), Full Year

Children Served
How many children are you approved to serve (ex. Licensed capacity)? 10
Ages Served: Infant (0-11 months), Toddler (12-29 months), Pre-School (30 months - 5 years)
Total number of children from ages 0 through 6 years currently enrolled: 10
Total number of teaching staff: 1
Total number of classrooms: 1

Classrooms

Classroom Name	Age Range Served	Number of Children	Number of Teaching Staff	Name(s) of Teaching Staff	Head Start	ECEAP
Mixed Ages	Family Home Environment	10	1	Helena Bonham-Carter	☐	☐

Do the staff members listed above have MERIT accounts?

Facility Demographics View/Edit Information

Corporate Structure: Private Business (for profit)
What best describes your facility location? Urban
Does your program receive any of the following types of public funding? No Public Funding
How many children enrolled in your program receive need-based financial assistance to attend your program through scholarships, sliding fee scales, or public subsidies? 0
Do any currently enrolled children have any of the following diagnosed special needs? No

Primary language spoken in your facility (between provider and children)? English
Secondary language spoken in your facility (between provider and children)? (optional)
Do you serve special populations? (optional)
Is your program currently accredited by a nationally recognized early childhood accrediting body? (optional)

On-Site Evaluation View/Edit Information

Applicant Cohort: Period 3 July – September. On-Site evaluation occurs in October – December

Hours of Operation:

Monday	6:00 AM - 5:00 PM
Tuesday	6:00 AM - 5:00 PM
Wednesday	6:00 AM - 5:00 PM
Thursday	6:00 AM - 5:00 PM
Friday	6:00 AM - 5:00 PM

Block Out Dates: Oct 31

Is there anything else we should know about your facility prior to conducting the on-site evaluation? (optional)

Applicant Assurances

The information I provided is true and accurate. I authorize the Department of Early Learning (DEL) to enter this information into the Managed Education and Registry Information Tool (MERIT), a secure system owned and operated by DEL. I agree to and understand that:

☐ I understand that my participation in Early Achievers is voluntary.
☐ I have read, fully understand, and will abide by the Early Achievers Operating Guidelines.

Signature: I, _____, affirm that the information on this application and the supplimental documentation provided are true and correct to the best of my knowledge.
Date: 6/29/2012

Submit
Back Cancel

Early Achievers Request for On-Site Evaluation, Step 4: Review & Submit.

Please review your answers and ensure that the information is correct.

After you have reviewed your application you will be asked to complete the Applicant Assurances boxes.

It will ask you:

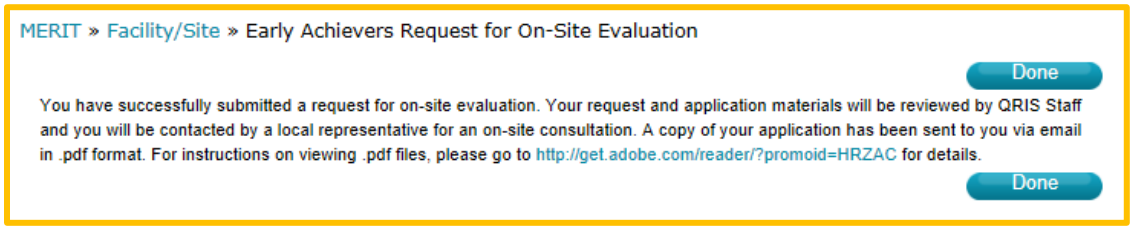
☐ *I understand that my participation in Early Achievers is voluntary.*

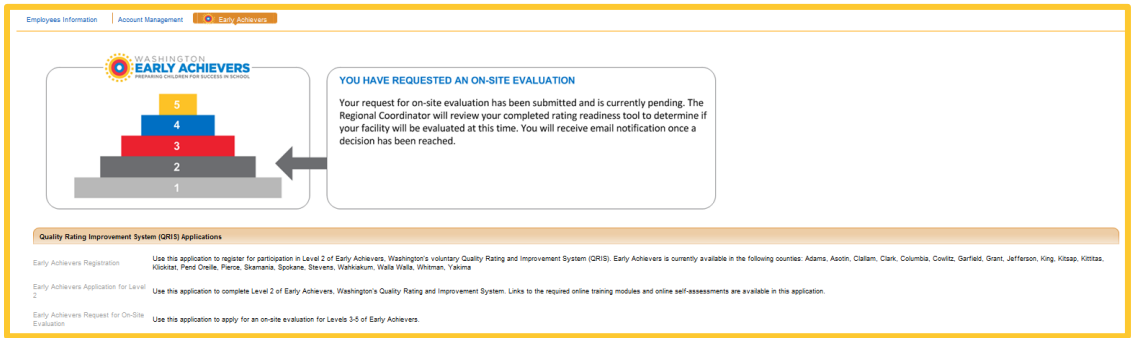
☐ *I have read, fully understand, and will abide by the Early Achievers Operating Guidelines.*

As a signature, the system will ask you to type in your first and last names as they appear in MERIT. The system will auto-fill with today's date.

Then click "*Submit*."

Step 7: Request for On-Site Evaluation, Confirmation





You will now see a confirmation screen with a link to instructions regarding how to view your submitted application. You will receive a confirmation email that will contain a .pdf copy of your submitted Early Achievers Request for On-Site Evaluation.

Your application materials will be reviewed by your Regional Coordinator who will approve or deny your request for evaluation. You will receive an email confirmation once a decision has been reached.

You may click, "*Done*" and the system will take you back to the Facility/Site tab, Early Achievers sub tab.

Questions? Please contact us at QRIS@DEL.WA.GOV